

EPA United States Environmental Protection Agency Washington, DC 20460 Work Assignment						Work Assignment Number 0-08				
						<input type="checkbox"/> Other <input type="checkbox"/> Amendment Number:				
Contract Number EP-C-10-060			Contract Period 11/30/2010 To 07/31/2011 Base <input checked="" type="checkbox"/> Option Period Number			Title of Work Assignment/SF Site Name				
Contractor COMPUTER SCIENCES CORPORATION					Specify Section and paragraph of Contract SOW					
Purpose: <input checked="" type="checkbox"/> Work Assignment <input type="checkbox"/> Work Assignment Close-Out <input type="checkbox"/> Work Assignment Amendment <input type="checkbox"/> Incremental Funding <input type="checkbox"/> Work Plan Approval						Period of Performance From 12/01/2010 To 07/31/2011				
Comments:										
<div style="display: flex; justify-content: space-between;"> <input type="checkbox"/> Superfund Accounting and Appropriations Data <input checked="" type="checkbox"/> Non-Superfund </div>										
Note: To report additional accounting and appropriations data use EPA Form 1900-69A.										
SFO (Max 2) <input type="checkbox"/>										
Line	DCN (Max 6)	Budget/FY (Max 4)	Appropriation Code (Max 6)	Budget Org/Code (Max 7)	Program Element (Max 9)	Object Class (Max 4)	Amount (Dollars)	(Cents)	Site/Project (Max 8)	Cost Org/Code (Max 7)
1										
2										
3										
4										
5										
Authorized Work Assignment Ceiling										
Contract Period:		Cost/Fee:				LOE: 0				
11/30/2010 To 07/31/2011										
This Action:						3,900				
Total:						3,900				
Work Plan / Cost Estimate Approvals										
Contractor WP Dated:				Cost/Fee:		LOE:				
Cumulative Approved:				Cost/Fee:		LOE:				
Work Assignment Manager Name Reconstruct User <div style="display: flex; justify-content: space-between;"> <div>_____ (Signature)</div> <div>_____ (Date)</div> </div>						Branch/Mail Code: Phone Number: FAX Number:				
Project Officer Name Nancy Muzzy <div style="display: flex; justify-content: space-between;"> <div>_____ (Signature)</div> <div>_____ (Date)</div> </div>						Branch/Mail Code: Phone Number: 513-569-7864 FAX Number:				
Other Agency Official Name <div style="display: flex; justify-content: space-between;"> <div>_____ (Signature)</div> <div>_____ (Date)</div> </div>						Branch/Mail Code: Phone Number: FAX Number:				
Contracting Official Name Cathy Basu <div style="display: flex; justify-content: space-between;"> <div>_____ (Signature)</div> <div>_____ (Date)</div> </div>						Branch/Mail Code: Phone Number: 513-487-2042 FAX Number:				

**WORK ASSIGNMENT
PERFORMANCE WORK STATEMENT**

Contract No. EP-C-10-060

Work Assignment: 0-08

WAM: Nushat Thomas

Security Assistance Branch

Water Security Division/Office of Water

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Alternate WAM: Laura Flynn

Security Assistance Branch

Water Security Division/Office of Water

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E-mail: flynn.laura@epa.gov

LOE: 3900 hours

Period of Performance: December 1, 2010 to July 31, 2011

Title: Community-Based Water Resiliency (CBWR)

PWS Sections: 2.1, 2.2, 2.3, 2.15, 3.1.13, 3.1.14

I. PURPOSE:

The purpose of this work assignment is to (a) increase community preparedness through a better understanding of water interdependencies and better integration of the Water Sector into community emergency preparedness and response efforts, and (b) increase preparedness and resiliency of drinking water and wastewater utilities by developing and delivering tools and information that enable utilities to better incorporate preparedness and security practices into their operations.

To achieve this purpose the contractor shall be expected to support the identification and development of products and services to highlight multiple benefits of implementing preparedness and security practices which will garner support from local officials for water protective programs; provide tools for community-based water protection that can be successfully implemented at the local level by utility owners/operators and local officials; increase the number of utilities incorporating water protective programs into their operations; and significantly increase awareness amongst other critical infrastructures about their

interdependencies with the Water Sector so communities are more resilient in the event of a water service interruption. The contractor shall also support the development of an overarching strategy for the design and implementation of EPA's community and utility-based water resiliency program.

The primary intended audience for this project is utility owners/operators and local community officials. However, tools and resources will also be needed by EPA and other Federal, tribal, and state officials in order to promote awareness of this effort.

This project supports programmatic needs related to EPA's national homeland security responsibilities by increasing public and political understanding and acceptance of the impact a water system denial of service would have on local communities and facilitate faster, more efficient service recovery. This project will also assist communities in updating and/or enhancing their emergency response plans by providing communities with the tools and resources needed to better integrate the water sector into local emergency response planning efforts.

Other partners and external offices or agencies which should be included in coordination are EPA regional drinking water and wastewater program personnel, DHS, drinking water and wastewater utility owner/operators and the associations that support them, local community officials (e.g., elected officials, city/county managers, public works officials, etc.), and local emergency planners and responders. Their involvement may include assistance in the identification and, where appropriate, the development and testing of those tools and services deemed to be of greatest need and importance to local communities in implementing utility and community-based water resiliency efforts. Efforts should also be made to collaborate with other EPA programs that focus on community-based environmental protection, such as the Community Action for Renewed Environment (CARE) program that offers competitive grants to communities to address risks from multiple sources of toxic pollution in the environment.

This work assignment supports the mission of the Water Security Division (WSD) as described in the Water Security Strategy framework, which relates resources, activities, outputs, audience, short- and long- term outcomes to the WSD pillars of Prevention, Detection, Response, and Recovery. Additionally, this work assignment contributes to the commitments made in EPA's *Strategic Plan: 2006 to 2011* and EPA's *Homeland Security Strategy (2004)*. Under EPA's *Strategic Plan*, reference is made to Goal 2 (Clean and Safe Water), Objective 2.1 (Protecting Human Health), Sub-objective 2.1.1 (Water Safe to Drink), and to the Cross-Goal on homeland security. Under EPA's *Homeland Security Strategy*, reference is made to Objective 1 (Critical Infrastructure Protection). In pursuit of these efforts, the contractor may be tasked with preparing a summary comparing the results under this work assignment to the components of the Water Security Strategy framework.

II. BACKGROUND:

This Work Assignment (WA) is a continuation of previous work, which began in FY 2010 on another contract. This WA will continue to develop new ways of delivering water protective programs within communities by focusing on the identification and development of tools that can be successfully implemented at the local level by utility owners/operators and the representative sector stakeholders within communities they serve. While WSD has previously worked with local officials on water protective programs and security initiatives (e.g., WSi), previous efforts focused on tools delivered by Federal officials to local officials instead of efforts that can be successfully delivered and implemented at the local level by local officials, i.e., with very limited, to no, direct Federal support.

III. QA REQUIREMENTS:

The tasks in this work assignment do not require environmental measurements. Consistent with the Agency's quality assurance (QA) requirements, the contractor does not need to supplement the approved Quality Management Plan (QMP) of the contract.

IV. DETAILED TASK DESCRIPTION:

All direction under this work assignment will be provided as written technical direction from the Task Manager or Work Assignment Manager, as appropriate. If provided first as verbal technical direction to the contractor, it will be confirmed in writing within 5 calendar days, with a copy to the Project Officer and the Contracting Officer, and is subject to the limitations of technical directions clause. Each initial deliverable shall be provided to the EPA Work Assignment Manager (WAM) and EPA Project Officer (PO) in draft form for review and comment. The contractor shall incorporate WAM/Task Manager review comments into revisions of the drafts. All drafts and final reports shall be approved by the WAM.

The contractor shall perform the following tasks:

Task 0: Work Plan, Progress Evaluations, and Monthly Progress Reports

The contractor shall develop a work plan that describes how each task will be carried out. The work plan shall include a schedule, staffing plan, level of effort (LOE), and cost estimate for each task, the contractor's key assumptions on which staffing plan and budget are based, and qualifications of proposed staff. If a subcontractor(s) is proposed and subcontractors are outside the metropolitan DC area, the contractor shall include information on plans to manage work and contract costs. In addition, the work plan shall specify that a project specific QA supplement to the QMP is not required. This task also includes monthly progress and financial reports. Monthly financial reports must include a table with the invoice LOE and cost amount broken out by the tasks in this WA. The work plan shall also provide an analysis of the existing and projected constraints, and the feasibility of accomplishing the project's purpose.

In addition, in each monthly progress report, the contractor shall, at the introduction to the discussion of this work assignment, discuss actual progress toward achieving the purpose of this work assignment, including problems encountered, issues that may need to be resolved, and anticipated timing for completing the goals of the work assignment. The contractor shall provide an overview of contract projects, striving to implement efficiencies in performance when complimentary requirements are issued. The contractor shall assure that duplication of effort relative to other ongoing work assignments under this contract is not occurring.

To ensure that EPA is investing its money wisely, it is necessary to evaluate the effectiveness of activities conducted under WA 0-08. On a monthly basis, the contractor will submit an activity completion record illustrating the completed activities per the Annual Strategic Plan. Upon written technical direction from the WAM, the contractor shall also develop an evaluation plan with both qualitative and quantitative evaluations for EPA review. The purpose of the review is to measure the effectiveness of the activities produced under the work assignment in increasing community preparedness through a better understanding of water interdependencies and better integration of the Water Sector into community emergency preparedness and response efforts; as well as increased preparedness and resiliency of drinking water and wastewater utilities and the communities they serve. Components of this plan might include tracking the number and diversity of individuals trained; and the number of tools, training, and other EPA and non-EPA projects that were generated from this work assignment. The review shall include a qualitative component that analyzes feedback from utilities, local community officials, and others involved in the development and delivery of activities under this work assignment.

Deliverables:

- (1) Work plan and monthly progress and financial reports.
- (2) Evaluation Plan

Task 1: Annual Strategic Plan Updates

The contractor shall build on the previous strategic plan, identifying the goals and objectives, stakeholders and partners, and tools and resources that are of greatest need and importance to local communities, based on feedback received from the various stakeholder groups. Feedback will be solicited in a variety of forms to include focus group sessions and tool beta-test users. These efforts will help to focus the initiatives efforts on the next steps necessary to further growth of the CBWR initiative. The updated plan will clearly list the tools and resources projected for development on an annual basis and identify the target audiences for each tool or resource.

The contractor shall develop an updated communications and marketing plan in conjunction with the communications WA (0-05) for marketing the tools and products developed under this work assignment. The contractor should identify potential outreach opportunities such as conferences or meetings conducted/attended by targeted audiences, as well as specific media for marketing tools and information related to this effort, e.g., journal articles, webinars, or workshops. The plan shall be developed with input from representatives of the effort's targeted audiences.

Deliverables:

- (1) Annual Strategic Plan (with communications and marketing plan imbedded)

Task 2: Community-Based Water Resiliency Electronic tool

The contractor shall continue to develop the electronic tool, Community-Based Water Resiliency electronic tool. The electronic tool will be available via self-launching CD and website download from the Community-Based Water Resiliency webpage. The electronic tool will include a step-by-step methodology that guides utility owners/operators and other identified community stakeholder groups through the process of identifying community-specific goals and objectives to enhance water resiliency; identifying specific deliverables needed to achieve project goals and objectives; identifying and engaging potential implementation partners; estimating resources and time needed to develop and implement the overarching project and key deliverables; and suggestions for securing needed resources. The tool should also include guidance on how to identify critical water users in a community and suggestions for engaging them in the design and implementation of community-based water resiliency efforts. The contractor will develop three to five additional modules for the tool with three being the minimum, targeting new sectors and areas of interest, one of which will include a module on Integrated Water Resource Management. For planning purposes, assume completion of five modules.

In addition, the contractor shall identify, document, and include in tool development the existence of “shelf-ready” tools and resources to support community-specific efforts, (e.g., online and in-person Incident Command System (ICS) training, Response Protocol Toolbox, Law Enforcement Workbook, table-top exercises, DVD/CD-based training and outreach materials, factsheets, and final reports/meeting summaries on previously completed efforts) and other outreach materials on water infrastructure, multiple benefits, interdependencies, and other topics related to the development and implementation of community-based water resiliency programs. These materials will be loaded into the Toolbox section of the electronic tool and where appropriate referenced in the Self-Assessment reports. The contractor shall coordinate with other WSD efforts to catalog tools and resources to avoid a duplication of efforts. For the purposes of this work assignment, “shelf-ready” is defined as tools, resources, information, training opportunities, and other outreach, communications, and training material that has already been developed and is available for use by local communities in implementing water resiliency programs. The CD and electronic download will contain copies of these materials, where appropriate, and/or links to information.

The contractor shall work with established focus groups to gain input for tool module development and gather feedback on the beta version of the electronic tool. The contractor shall facilitate meetings with additional focus groups to assist in the development of the additional modules as directed by the WAM or Task Manager.

The contractor shall develop a plan for user beta testing and capturing comment for all versions of the Community-Based Water Resiliency electronic tool. The contractor will implement changes as appropriate per direction of the EPA WAM.

The contractor shall also develop a fact sheet with suggestions on how to use the Community-Based Water Resiliency electronic tool to implement water resiliency programs at the local and regional level. This factsheet will function as a quick-start guide for communities to assist in using the tool.

Deliverables:

- (1) Community-Based Water Resiliency electronic tool self-launching CD
- (2) Community-Based Water Resiliency electronic tool self-launching download
- (3) New Individual Module Flow Charts
- (4) New Individual Module Content Matrices
- (5) Quick-start guide to Community-Based Water Resiliency electronic tool
- (6) Sample Documents for Modules (Basic Presentations, Public Service Announcements, Water Summit Agendas, etc.)

Task 3: Critical Interdependencies Outreach Materials

The contractor shall develop outreach materials on critical water sector interdependencies. The information will be specifically tailored to reflect the focus of the electronic tool modules which will be suitable for use in developing and implementing community-based water resiliency efforts.

The contractor shall develop factsheets for each of the targeted module stakeholder groups and other sectors as appropriate. The fact sheets will identify and describe key interdependencies between drinking water and wastewater services and specific critical infrastructures and/or community services. These topic-specific documents will describe the interdependencies between the water sector and a single other critical infrastructure or community service, (e.g., emergency planning and response activities, transportation, healthcare, manufacturing, or energy) and provide more detailed information than the overarching interdependencies brochure described above. The materials will describe the impact a drinking water or wastewater denial of service would have on the identified service or sector; as well as the impacts loss of another critical infrastructure or service would have on drinking water and waste water services. For example, materials might describe the impacts of a drinking water denial of service on community healthcare services, as well as the impact a loss of healthcare services might have on a water utility to continue operations.

Materials shall be targeted to the specific needs of identified audiences. They shall be clearly and concisely written in plain English and reflect terms and examples that are commonly understood outside of the Water Sector, i.e., they should be meaningful to local officials who do not have training or expertise in drinking water or wastewater utility management or operations.

At the direction of the WAM or Task Manager, the contractor shall develop a webinar or web-based training tool focused on critical water sector interdependencies. The contractor shall develop a draft outline or curriculum for the webinar or training tool, suggest ways to deliver the training, and provide support to EPA in delivering the webinar or training to the public.

At the direction of the WAM or Task Manager, the contractor will develop the materials identified in the annual strategic plan communications and marketing plan updates.

At the direction of the WAM or Task Manager, the contractor will review and update all existing materials related to the Community-Based Water Resiliency initiative.

Deliverables:

- (1) Communications and Outreach materials identified in annual strategic plan updates
- (2) Fact Sheets
- (3) Updated materials (poster, brochure, website, etc.)

Task 4: Workshops and Presentations Promoting Community-Based Water Resiliency

The contractor shall develop a strategy for designing and conducting a series of workshops to promote community-based water resiliency. The strategy shall include options for how many workshops to present, where the workshops should be held, what topics should be included in the workshops, proposed speakers, and proposed participants. This information will be consistent with the communications and marketing plan section of the Annual Strategic Plan updates. The contractor should focus primarily on identifying opportunities to host workshops in conjunction with existing regional or national meetings/conferences, such as Drinking Water and Wastewater Branch Chiefs meetings and conference calls, AWWA's Annual Conference and Exposition, or the Association of State Drinking Water Administrators (ASDWA) annual meetings. In addition, the contractor should identify outreach opportunities to non-traditional water sector partners and their constituents and stakeholders, e.g., International Association of Emergency Managers, conferences and training opportunities. The contractor shall consider approaches used for similar efforts in the past, such as the Regional Laboratory Response Plan approach.

The contractor shall develop the agenda and all meeting materials for workshops on promoting community-based water resiliency. The target audiences for the workshop would be primarily EPA regional drinking water and wastewater personnel, water utility owners and operators, state drinking water and wastewater program managers and personnel, healthcare and public health officials, emergency services officials, local elected officials, local emergency planning committee members, and representatives from other targeted stakeholder groups. At the direction of the EPA WAM or Task Manager, the contractor shall also provide meeting support prior to, during, and after planned workshops as well as coordination with additional OGWDW exhibit activities. The contractor shall prepare high-level and annotated agendas for the workshops, agendas and meeting summaries (including documentation of action items) for planning meetings and post-meeting debriefs, and provide general meeting support during the workshops and planning meetings including, but not limited to, developing invitation lists, transmitting meeting materials to invitees/participants, facilitating meetings, as needed, preparing participants lists, identifying and securing presenters, and other administrative support such as preparing table tents and name tags.

The contractor shall also identify appropriate conferences and meetings that provide potential

opportunities to raise awareness about community-based water resiliency efforts. The contractor shall provide support to EPA in developing and submitting abstracts for presentations, developing of presentations and targeted outreach materials, and, at the direction of the WAM or Task Manager, deliver presentations on behalf of EPA. The contractor shall also provide support in staffing the WSD exhibit at conferences/exhibitions. Travel may be required for up to 5 workshops and meetings requiring contractor support during this option period. The contractor shall provide audio-visual equipment for these workshops/conferences, if requested by the EPA WAM. Participant materials will be printed and copied for all registered participants at each workshop.

Under WA 0-05, the contractor will be tracking various water sector meeting and conference opportunities. Under WA 0-08, the contractor should coordinate with WA 0-05 and other WA efforts to identify outreach opportunities most appropriate to promote and disseminate information on the Key Features, either as a WA 0-08-only effort or in conjunction with other work assignments (e.g., WA 0-05, WA 0-04). The contractor shall attend water sector meetings and conferences to make presentations, staff the WSD booth and disseminate outreach information, and engage in networking to promote WSD activities related to active and effective security programs. Within 5 business days after a meeting or conference, the contractor shall prepare a Trip Report that documents the details of the meeting, action items, and any pertinent take-home messages. For estimation purposes, the contractor should plan to attend two meetings local to the Washington, DC metropolitan area and one 3-day out-of-town conference.

Deliverables:

- (1) High-level and annotated agendas
- (2) Meeting support (to include agendas, key action items, deliverables, meeting minutes, reserve conference lines, etc.)
- (3) Abstract and presentation development and submittals
- (4) Exhibition support (travel, secure booth space, etc.)

Task 5: Summary and Next Steps

Upon technical direction, the contractor shall furnish to the PO and WAM a summary report of the efforts completed during the base year, as well as the current status of any incomplete/ongoing efforts. Any known barriers to completion should also be identified. The final report shall be submitted in a format determined by written technical direction from the WAM no later than 10 days prior to the close of the base year. The contents shall include, but not be limited to:

1. A two page executive summary of the process including the background, issues discussed, resolutions of the issues, parties involved, follow-up activities, products finalized and the next steps to be taken to effectively facilitate implementation of an active and effective program in the water sector.
2. Copies of documents compiled during this project, a list of all participants and their contact information, and a list of all the products/deliverables completed pursuant to this work assignment.
3. A process evaluation by the contractor summarizing results of the effort, analysis

of issues and perspective of parties, procedural lessons learned, and recommended future activities.

Deliverable:

(1) Final Report of base year activities.

Task 6: Other Technical Support

Under this task, the contractor shall provide other technical support to facilitate and enhance EPA's WSD efforts related to the general scope of this work assignment. Specific activities under this task will be assigned through written technical direction in response to WSD support needs; however, the contractor shall look to maximize opportunities through execution of this work assignment as they relate to the promotion of community-based water resiliency. Highlighting the multiple benefits of protective programs is a priority for the sector and developing and fostering community-based approaches is a priority of WSD. As a result, WSD will need to demonstrate national leadership in identifying and promoting the multiple benefits associated with implementing community-based water resiliency efforts. Technical direction assigned under this task will address the use of CBWR in collaboration with other WSD protective programs and external partners. The Level of Effort from this task will not exceed 150 contract hours.

Deliverables: to be established through technical direction.

Task Managers:

Laura Flynn

Task 7

Environmental Protection Specialist

EPA Water Security Division

202-564-4611 (P)

202-566-0055 (F)

Flynn.laura@epa.gov

V. SCHEDULE/DELIVERABLES

- (1) The contractor(s) shall send EPA all reports in accordance with the terms of the basic contract. All deliverables shall be submitted electronically on a CD or by email in Microsoft format (e.g., Word, Excel, Access, etc.), in addition to a hard copy submittal, as requested by the WAM.
- The contractor shall provide a work plan as set out in the table below.
- All reports shall be provided first in draft form. Upon receipt of comment from the WAM, the contractor shall revise the report and finalize accordingly.
- All outreach and training materials shall be approved by the WAM prior to their release.

Due dates reflect the draft documents for WAM consideration. Final deliverables are due

no later than 7 days after receiving WAM comments, unless the WAM provides written technical direction indicating otherwise.

Other Deliverable Expectations:

Draft Meeting Agenda	2 weeks before meeting
Final Meeting Agenda	2 days before meeting
Draft Meeting Summaries	2 days after meeting dates
Final Meeting Summaries	2 days after receipt of WAM(s) comment

<u>Deliverable</u>	<u>Due No Later Than</u>
Task 0: Work Plan, Progress Evaluations and Monthly Progress Reports (1) Work Plan (2) Evaluation Plan	1. 20 days from receipt of WA - for Option Period 1 2. 30 days after Strategic Plan Development
Task 1: Annual Strategic Plan Updates	1. 21 days after work plan approval
Task 2: Community-Based Water Resiliency electronic tool (1) Community-Based Water Resiliency electronic tool self-launching CD (2) Community-Based Water Resiliency electronic tool self-launching download (3) New Individual Module Flow Charts (4) New Individual Module Content Matrices (5) Roadmap for Local Communities tool user fact sheet (6) Sample Documents for Modules (Basic Presentations, Public Service Announcements, Water Summit Agendas, etc.)	1. Upon technical direction 2. Upon technical direction 3. Upon Technical Direction 4. Upon Technical Direction 5. Upon Technical Direction 6. Upon Technical Direction

Task 3: Critical Interdependencies Outreach Materials (1) Stakeholder-specific fact sheets (2) Communications and Outreach materials identified in annual strategic plan updates (3) Updated Materials	1. Upon technical direction 2. 21 days after work plan approval 3. Upon technical direction
Task 4: Workshops and Presentations Promoting Community-Based Water Resiliency (1) High-level and annotated agendas (2) Meeting support (3) Abstract and presentation development and submittals (4) Exhibition support	3. 21 days after work plan approval 4. Upon technical direction 5. Upon technical direction 6. Upon technical direction 7. Upon technical direction
Task 5: Summary and Next Steps (1) Final report of base-year activities	14 Days prior to the end of Base Year
Task 6: Other Technical Support	Upon technical direction

VI. REPORTING REQUIREMENTS

Monthly Progress Reports (including a progress evaluation discussion)

Financial Reports

Project Specific QAPP (if applicable)

VII. GREEN MEETINGS AND CONFERENCES

The contractor shall follow the provision of EPA prescription 1523.703-1, *Acquisition of environmentally preferable meeting and conference services (May 2007)*, for the use of off-site commercial facilities for an EPA event, whether the event is a meeting, conference, training session, or other purpose. Environmental preferability is defined at FAR 2.101, and shall be used when soliciting quotes or offers for meeting/conference services on behalf of the Agency.

QUALITY ASSURANCE SURVEILLANCE PLAN
for the Water Security Division's
Technical, Analytical, and Regulatory Mission Support
Performance Work Statement

Quality Assurance Surveillance Plan

The requirements contained in this work assignment are considered performance-based, focusing on the Agency's desired results and outcomes. The contractor shall be responsible for determining the most effective means by which these requirements will be fulfilled. In order to fulfill the requirements, the contractor shall design innovative processes and systems that can deliver the required services in a manner that will best meet the Agency's performance objectives. This performance-based requirement represents a challenge to the contractor to develop and apply innovative and efficient approaches for achieving results and meeting or exceeding the performance objectives, measures, and standards described below. The Contractor's performance will be reflected in the positive or negative evaluation offered by the Agency in the Contractor Performance Evaluation (CPE) which is evaluated annually (per the "Contractor Performance Evaluation" clause in the contract). The Work Assignment Manager shall submit a complete annual review of the areas outlined in the Quality Assurance Surveillance Plan (QASP), included in the contract, which will then be utilized by the Project Officer in preparing the overall evaluations submitted annually in response to the Contractor Performance Evaluation requirements in the contract.

General Management and Administration			
Performance Requirement	Measurable Performance Standards	Surveillance Methods	Incentives/Disincentives
Management and Communications: The Contractor shall maintain contact with the EPA CO, PO and WAM throughout the performance of the contract and shall immediately bring potential problems to the attention of the appropriate EPA WAM. In cases where issues have a direct impact on project schedules or cost, the contractor shall provide options for EPA's consideration on resolving or mitigating the impacts.	Any issues that impact project schedules or cost shall be brought to the attention of the appropriate EPA WAM within 3 business days of occurrence.	100% of active work assignments under the contract will be reviewed by the EPA WAM monthly (via monthly progress report) to identify unreported issues. The EPA WAM will report any issues to the EPA PO who will bring the issue(s) to the Contractor's attention through the CO.	Unsatisfactory rating under the category of Business Relations in the NIH Performance Evaluation System if two or more incidents occur during an applicable period of performance when the contractor does not meet the measurable performance standards for a given contract period.
Timeliness: Services and deliverables shall be in accordance with schedules stated in each work assignment or tasking document, unless amended or modified by an approved EPA action.	During any period of performance, 90% of all submitted deliverables shall be submitted no later than 5 business days past the due date.	100% of active work assignments under the contract will be reviewed by the EPA WAM monthly (via monthly progress report & milestones established for each deliverable) to compare actual delivery dates against those approved. The EPA WAM will report any issues to the EPA PO who will bring the issue(s) to the Contractor's attention through the CO.	Unsatisfactory rating under the category of Timeliness in the NIH Performance Evaluation System when the contractor does not meet the measurable performance standards during an applicable period of performance.

<p>Cost Management and Control: The Contractor shall monitor, track and accurately report level of effort, labor cost, other direct cost and fee expenditures to EPA through progress reports and approved special reporting requirements.</p> <p>The Contractor shall assign appropriately leveled and skilled personnel to all tasks, practice and encourage time management, and ensure accurate and appropriate time keeping.</p>	<p>The contractor shall manage costs to the level of approved ceiling on the work assignment. The contractor shall notify the WAM/PO when 75% of the approved funding ceiling for the work assignment is reached.</p>	<p>The EPA PO will routinely meet with the Contractor's Project Manager to discuss the work progress and contract and individual work assignment expenditures. The EPA PO shall review the Contractor's monthly progress reports and request the WAMs verification of expenditures and technical progress before authorizing invoice payments.</p>	<p>Unsatisfactory rating under the category of Cost Control in the NIH Performance Evaluation System when the contractor does not meet the measurable performance standards during an applicable period of performance.</p>
<p>Technical Effort: The analyses or products developed by the contractor shall be factual and defensible and based on sound science and engineering. All data shall be collected from reputable sources and quality assurance measures shall be conducted in accordance with contract, agency requirements and any additional requirements outlined in individual work assignments or technical directives. Any work requiring the contractor to provide options or recommendations shall include the rationale used in selecting the option/recommendation and all other options and recommendations considered.</p>	<p>All analyses conducted for EPA by the Contractor must be factual and based on sound science and engineering. All analyses and products (initial and final drafts) shall conform in format and content to requirements specified by the WAM in written technical direction, and should meet the objectives stated in the work assignment. All initial draft documents shall be clearly written at a level appropriate to the targeted audience. All information shall be factual, technically sound, and accurate, with data sources identified.</p> <p>Draft versions of a document shall require no more than two editorial revisions.</p>	<p>EPA will review all analyses and work products conducted by the Contractor and will independently consider the merit. EPA may opt to peer review analyses to further validate merit.</p> <p>The EPA WAM/TM (Task Manager) will review initial drafts to assess technical accuracy and editorial quality. The WAM/TM will identify all inaccuracies and needed edits and corrections to the contractor in the initial review of draft documents.</p>	<p>Unsatisfactory rating under the category of QUALITY OF PRODUCT OR SERVICE in the NIH Performance Evaluation System when the contractor does not meet the measurable performance standards during an applicable period of performance, even after review input and follow up discussion by Agency personnel.</p>

<p>Socio-Economic Utilization: The Contractor shall assess all agency requirements outlined in work assignments for opportunities to fully utilize the knowledge and experience of its socio-economic team members. Work shall be allocated in a manner that ensures the Contractor's annual subcontracting goals are met.</p>	<p>The Contractor shall meet a standard of at least 80% of the dollar goals outlined in their subcontracting plan during each period of performance, unless Agency priorities prevent or preclude such tasking.</p>	<p>EPA will monitor the contractor's utilization of socio-economic firms by reviewing the contractor's submittal of Standard Forms (SF) 294 and (SF) 295.</p>	<p>If less than 80% is reached during an applicable period of performance, the contractor shall outline the steps that will be taken to meet the annual goals outlined in their plan, or provide justification as to the rationale for the lack of meeting the subcontracting plan goals. Performance that does not meet the stated goals without sufficient justification will be reported as an Unsatisfactory rating under the category of BUSINESS RELATIONS, and MEETING SDB SUBCONTRACTING REQUIREMENTS in the NIH Performance Evaluation System.</p>
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<div style="display: flex; justify-content: space-between; align-items: center;"> <div style="text-align: center;"> <h1 style="margin: 0;">EPA</h1> </div> <div style="text-align: center;"> <p>United States Environmental Protection Agency Washington, DC 20460</p> <h2 style="margin: 0;">Work Assignment</h2> </div> </div>		<p>Work Assignment Number 0-08</p> <p><input type="checkbox"/> Other <input checked="" type="checkbox"/> Amendment Number: 000001</p>								
Contract Number EP-C-10-060		Contract Period 11/30/2010 To 07/31/2011 Base <input checked="" type="checkbox"/> Option Period Number								
Contractor COMPUTER SCIENCES CORPORATION		Specify Section and paragraph of Contract SOW								
Purpose: <input type="checkbox"/> Work Assignment <input type="checkbox"/> Work Assignment Close-Out <input checked="" type="checkbox"/> Work Assignment Amendment <input type="checkbox"/> Incremental Funding <input type="checkbox"/> Work Plan Approval		Period of Performance From 12/01/2010 To 07/31/2011								
Comments:										
<input type="checkbox"/> Superfund		Accounting and Appropriations Data <input checked="" type="checkbox"/> Non-Superfund								
SFO (Max 2) <input type="checkbox"/>		Note: To report additional accounting and appropriations date use EPA Form 1900-69A.								
Line	DCN (Max 6)	Budget/FY (Max 4)	Appropriation Code (Max 6)	Budget Org/Code (Max 7)	Program Element (Max 9)	Object Class (Max 4)	Amount (Dollars)	(Cents)	Site/Project (Max 8)	Cost Org/Code (Max 7)
1										
2										
3										
4										
5										
Authorized Work Assignment Ceiling										
Contract Period: 11/30/2010 To 07/31/2011		Cost/Fee:		LOE: 3,900						
This Action:				0						
Total:				3,900						
Work Plan / Cost Estimate Approvals										
Contractor WP Dated:		Cost/Fee:		LOE:						
Cumulative Approved:		Cost/Fee:		LOE:						
Work Assignment Manager Name Nushat Thomas <div style="display: flex; justify-content: space-between;"> <div>_____ (Signature)</div> <div>_____ (Date)</div> </div>						Branch/Mail Code:				
						Phone Number 202-564-4674				
						FAX Number:				
Project Officer Name Nancy Muzzy <div style="display: flex; justify-content: space-between;"> <div>_____ (Signature)</div> <div>_____ (Date)</div> </div>						Branch/Mail Code:				
						Phone Number: 513-569-7864				
						FAX Number:				
Other Agency Official Name <div style="display: flex; justify-content: space-between;"> <div>_____ (Signature)</div> <div>_____ (Date)</div> </div>						Branch/Mail Code:				
						Phone Number:				
						FAX Number:				
Contracting Official Name Cathy Basu <div style="display: flex; justify-content: space-between;"> <div>_____ (Signature)</div> <div>_____ (Date)</div> </div>						Branch/Mail Code:				
						Phone Number: 513-487-2042				
						FAX Number:				